



Republic of the Philippines  
**COURT OF TAX APPEALS**  
 Quezon City

**APPROVED FOR POSTING**  
 From : Oct. 14, 2017  
 To : \_\_\_\_\_  
 Approved By: [Signature]

**REQUEST FOR QUOTATION**

Date: **October 13, 2017**  
 RFQ No.: **10-2017**

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Business Permit No. : \_\_\_\_\_  
 TIN No. : \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

Please quote your best offer for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation.

Submit your quotation duly signed by you or your duly authorized representative and copies of the following eligibility requirements not later than **October 18, 2017**:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate (if available)
3. Income/Business Tax Return, and
4. Omnibus Sworn Statement

**Open quotations** may be submitted at the address indicated below or fax at Telefax No. 920-2552.

[Signature]  
**ANNE BENITA S. AUSTIN**  
 Chief Judicial Staff Officer  
 Property & Supply Division

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	QTY	Approved Budget of the Contract	OFFER					REMARKS
			PRICE			Compliance with Scope of Work (please check)		
			QTY	Unit Price	Total Price	Yes	No	
<b>REPAIR OF FIRE PUMP</b>  <i>Please see attached Scope of Work &amp; Terms and Conditions.</i>	1 LOT	Php208,637.33						

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Telefax No. (Landline and/or Cellphone)

**Project: Repair of Fire Pump and Its Ancillary**

**Location: Pump Room II**

**I. Repair of Fairbank Morse Vertical Turbine Pump**

**SCOPE OF WORK**

Dismantling of Pump (1 Lot)  
Repair and straightening of column stainless shaft (1 pc)  
Repair and straightening of pump shaft (1 pc)  
Replacement of spider rubber bushing (1 pc)  
Repair and straightening head shaft (1 pc)  
Replacement of Sluffing Bronze Bushing (1 pc)  
Replacement of packing gland bronze bushing (1 pc)  
Repair packing gland pusher (1 pc)  
Overhauling and cleaning of pump assembly (1 pc)  
Repair impeller lock collet sleeve (8 pcs)  
Repair pump strainer (1 pc)  
Replace pump bowl bushing (9 pcs)  
Repair bowl casing (1 pc)  
Replace hexagonal bolt for bowl casing (1 lot)  
Repair and machining of impeller/balancer (7 pcs)  
Repair impeller bowl neck ring (7 pcs)  
Supply shaft coupling (2 pcs)  
Replace column pipe 6 x 1m (1 pc)  
Assemble (1 lot)  
Reconstruction of concrete pad including revise hole window  
Commissioning and testing (1 lot)

**II. Repair of Jockey Pump Franklin Motor and close coupled Grundfos Pump**

**SCOPE OF WORK**

Dismantling of motor  
Complete overhauling and cleaning  
Dismantling of pump  
Repair/cleaning of bushing  
Repair/cleaning of impeller (6)  
Assemble and testing

**III. Refurbishing of Vertical Hollow Shaft Motor**

**SCOPE OF WORK**

Dismantling of motor  
Check-up and cleaning of upper thrust bearing  
Upgrading the insulation resistance of motor winding  
Re-baking  
Replace lower bearing  
Assemble and testing

## Terms and Conditions

The Repair Service of Fire Pump and Ancillary will conform to the following terms:

### **I. COVERAGE**

The Fire Pump and its ancillary shall be serviced by a reputable company that has a wide experience in the repair, maintenance or manufacturing of fire pump.

The Service Provider shall commit to the proper execution of the following:

#### **A. HAULING**

The Service Provider shall supply all labor, tools, equipment and vehicle necessary to haul the fire pump and its ancillary to the Service Provider's Workshop or Warehouse for servicing. The fire pump's condition shall be recorded using the Service Provider's standard checklist with diagram and/or by taking pictures of the subject pump. Inventory record, photos and other necessary documents shall be submitted prior to the fire pump's transfer to the Service Provider's location.

#### **B. DISMANTLING**

The Service Provider shall supply all labor, tools and equipment necessary to dismantle the pump and ancillary without making further damage or loss to its parts. Photos shall be taken right after the pump assembly has been disclosed.

#### **C. REPAIR SERVICE**

The Service Provider shall supply all materials, labor, tools and equipment necessary to repair the pump and ancillary without making further damage to or loss of its parts. All repairs shall be based on the recommended Scopes of Work. Any other repair works not included in the said Scopes but are necessary in order to set the equipment running must be coordinated with the Court's Representative prior to completion of the task.

#### **D. RE-ASSEMBLY AND INSTALLATION**

The Service Provider shall supply all materials, labor, tools, vehicle and equipment necessary to re-assemble, transport and clean the pump and its ancillary without making further damage to or loss of its parts. The total assembly shall be cleaned, engaged and installed at CTA Pump Room II, Court of Tax Appeals, setting them ready for testing and commissioning. Photographs must be taken showing the progress of every work done by the Service Provider.

### **II. CONSIDERATION**

The Service Provider must attend on the urgent query or be present on the urgent meetings being requested by the Court's Representative should there be any problems that might arise during the repair works of the subject equipment. Such request shall be attended immediately after notification is received thru phone call or facsimile by the Service Provider.

### **III. PAYMENT**

As soon as practicable after the fire pump is tested and commissioned or turned-over to the Court, the Service Provider shall submit to the Procuring Entity the itemized billing statement, accompanied by copies of receipted invoice, vouchers, photos and other appropriate supporting materials, of the amounts payable. No advance payment shall be made. The Procuring Entity may give written notice to the Service Provider within fifteen (15) calendar days specifying in details deficiencies in the submission of the Service Provider's documents. The Service Provider shall thereupon promptly submit the requirement. Upon completion, the foregoing process shall be repeated.

#### IV. OTHER TERMS AND CONDITIONS

The Service Provider shall warrant that the service to be rendered will effectively troubleshoot the problem and defects of the fire pump set-ups. The minimum warranty period is sixty (60) days commencing after acceptance of the equipment by the Procuring Entity.

The time period to complete all works shall be within one (1) month. The duration shall be reckoned from the start date of service. Should the CTA find the service to be ineffective as evidenced by incompetence, technical, engineering or safety malpractices, the Court reserves the right to terminate the contract. In such case, the Court shall not be obliged to pay the Service Provider for services rendered.

The Service Provider shall exercise extraordinary diligence in the performance of its services to ensure that no illness and/or accident on any of its employees or person will take place. The Service Provider shall assume full responsibility for any claim or liability that may arise by reason of illness, accident and/or damage due to any or all acts of omission, negligence or fault of the Service Provider and its agents, thereby rendering CTA free and exempt from any such claim or liability.

#### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the technical specifications/scope of work and other terms and conditions stated herein.
7. Representatives from the General Services Division (GSD) and Internal Audit Service (IAS) shall have the right to inspect and/or to test the goods/services to confirm their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CTA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
9. The CTA reserves the right to accept or reject any offer, to annul the procurement process, and to reject offers at any time prior to award of contract, without thereby incurring any liability to the affected Supplier.